

TRANSFER/DEMOTION REQUEST FORM

Return completed form to Civil Service & Personnel Department

Fax: 513-785-7037 / Email: cspersonnel@hamilton-oh.gov

Date: _____

Printed Name: _____

Dept/Division: _____

Current Class Title: _____

Current Pay Range: _____

I would like to be considered for transfer or demotion consideration to the following classification(s):

Classification Title Requested	Pay Range	Division or Department

The Rules and Regulations of the Civil Service Commission specify that a transfer is a permanent assignment to a position of the same class, grade or group as the position of which such person is transferred or assigned. A demotion action is a permanent reassignment or appointment to a class whose maximum rate of pay is less than that of the position from which the demotion action is taken.

I understand that transfer and demotion requests will be brought to the Civil Service Commission for their approval.

I understand that requests for transfer and/or demotion by members of A.F.S.C.M.E. and I.U.O.E. are valid for one year from the date of this request.

THIS FORM MAY NOT BE USED WHEN APPLYING FOR POSITIONS THAT ARE TO BE FILLED UNDER A BARGAINING UNIT'S JOB BID PROCESS.

Employee Signature

Date